1. **ON ENTERING / LEAVING THE PREMISES**

   When arriving at the work location (building or departmental area) Maintenance Staff must record or notify their presence and provide a contact mobile phone number in case of emergency by:

   - Recording their presence at the Building Reception or Security Desk,
   - Notifying their presence to the departmental contact who originated the maintenance service request,
   - Notifying their presence to a departmental contact who can verify the maintenance work or the work area,
   - Where none of the above is practicable, Maintenance Staff must inform their line manager or supervisor of their work location and work requirements. (So that in the event of fire alarm activation, information about maintenance staff presence in the building can be passed to the fire brigade),

   - **Fire Action Notices** - You should make yourself familiar with the building’s Fire Action Notices & location of the Fire Assembly Point on arrival,

2. **ACTION IN THE EVENT OF FIRE**

   - **On Hearing the Fire Alarm Sound** - Leave the area or Plant Room by the nearest available fire exit (follow Green Signs),
   - **Once Outside of the Building** - report to the Senior Fire Marshal / Security / Reception / Fire Brigade to ensure that you (& others in your party) are accounted for; or, request additional assistance for persons trapped or injured etc,
   - **On Discovering a Fire** - follow the Fire Action Notice Instructions for the building,

3. **EMERGENCY CONTACT NUMBERS (TO BE PROGRAMMED INTO YOUR MOBILE PHONE)**

   - **Fire / Medical / Security Emergency** - Dial Ext: ’222’ on a UCL Internal Extension
   - **UCL Security Operations Centre (24/7)**  - Mobile: 020-7679-2152 / 020-7679-2108 or Dial Ext: 32152 / 32108
   - **UCL Customer Help Desk** (8am to 5 pm weekdays) - Mobile: 020-7679-0000 or Ext: 30000
   - **UCL Security Control Room (24/7)** - Dial 020-7679-3333 from a Mobile phone or Ext: 33333 UCL Internal Extension
   - **UCL Security Control Room (24/7)** - Dial Alternative 020 - 7387 - 6342 from a Mobile phone

### SIGN COLOUR & PICTOGRAM

<table>
<thead>
<tr>
<th>WHAT DO THEY MEAN / WHAT DO YOU HAVE TO DO!</th>
</tr>
</thead>
<tbody>
<tr>
<td>The ‘Final Exit’ - you have left the building and now proceed to the Fire Assembly Point.</td>
</tr>
<tr>
<td>These signs indicate the direction of escape is - 'straight on from here' or 'straight on and up from here'.</td>
</tr>
<tr>
<td>These signs indicate the direction of escape is - 'right from here' or 'left' from here' (depending on direction of arrow).</td>
</tr>
<tr>
<td>Fire Door Mandatory Requirement - fire doors must be kept shut at all times when not in use and closed on activation of the fire alarm or when not working in the Service Riser or Plant Room etc.</td>
</tr>
</tbody>
</table>

### FIRE EXTINGUISHERS

<table>
<thead>
<tr>
<th>FIRE EXTINGUISHER INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WATER FIRE EXTINGUISHER</strong></td>
</tr>
<tr>
<td>Use on ‘Class A’ fires – Paper, Wood, Textiles, Fabrics &amp; Some Plastic Fires</td>
</tr>
<tr>
<td>Do Not Use on ELECTRICAL or FLAMMABLE LIQUID Fires</td>
</tr>
<tr>
<td><strong>FOAM FIRE EXTINGUISHER</strong></td>
</tr>
<tr>
<td>Use on ‘Class B’ fires – Flammable Liquids &amp; Flammable Solid Fires</td>
</tr>
<tr>
<td>Do Not Use on ELECTRICAL Fires</td>
</tr>
<tr>
<td><strong>CARBON DIOXIDE (CO2) FIRE EXTINGUISHER</strong></td>
</tr>
<tr>
<td>Use on Electrical &amp; small ‘Class B’ fires (Small / Medium Flammable liquids and Solids)</td>
</tr>
<tr>
<td>Do Not Use in a Confined Space</td>
</tr>
<tr>
<td><strong>DRY POWDER FIRE EXTINGUISHER</strong></td>
</tr>
<tr>
<td>Use on ‘Class A, B &amp; C’ fires and Electrical Fires</td>
</tr>
<tr>
<td>For Use on Most Risks (however, always read Extinguisher Instructions before use)</td>
</tr>
</tbody>
</table>